

Brian Sandoval  
Governor

STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION

James R. Wells, CPA  
Director

Gustavo "Gus" Nunez  
Administrator



**Carson City Offices:**

*Public Works Section*  
515 E. Musser Street, Suite 102  
Carson City, Nevada 89701-4263  
(775) 684-4141 • Fax (775) 684-4142

*Buildings & Grounds Section*  
(775) 684-1800 • Fax (775) 684-1817

**PUBLIC WORKS DIVISION**

**Las Vegas Offices:**

*Public Works Section*  
1830 East Sahara, Suite 204  
Las Vegas, Nevada 89104  
(702) 486-5115 • Fax (702) 486-5094

*Buildings & Grounds Section*  
2621 E. Sahara Avenue  
Las Vegas, Nevada 89104-4136  
(702) 486-4300 • Fax (702) 486-4308

**APPLICATION FOR QUALIFICATION ON GENERAL PROJECTS  
FOR A PERIOD OF 2 YEARS**

A person who wishes to qualify as a bidder on a contract for a public work must submit an application to the State Public Works Division or the governing body.

To qualify to bid on one or more contracts for public works, an applicant must submit an application to the Administrator on a form prescribed and provided by the State Public Works Board. An applicant must be qualified before the bid date for which bids are required to be submitted for a public work on which the applicant wishes to bid. The Division will not delay the opening of bids on a public work pending the determination or appeal of the qualification of an applicant who wishes to bid on the public work.

Is the applicant interested in receiving offers to bid on public works projects for which the estimated cost is more than \$25,000 but less than \$100,000? **Yes G or No G**

In addition to the above the applicant must check the box adjacent to the cost category for which the applicant seeks to qualify:

- Q More than \$100,000 but less than \$1,000,000;**
- Q More than \$1,000,000 but less than \$5,000,000; or**
- Q More than \$5,000,000.**

A qualified bidder is qualified for public works projects with a bid amount equal to or less than the maximum dollar bracket amount for which the bidder is qualified, excepting those projects for which the bidder must apply for specific qualification.

Received



**GENERAL INFORMATION**

Applicant Name:		
Contact Name:		
Mailing Address:		
City:	State:	Zip Code:
Phone: _	Fax:	
E - Mail Address:		

## PART I - FINANCIAL ABILITY

Please complete and duplicate as necessary and include any comments in the space provided below. The applicant shall attach with the application submitted:

- A certified statement of bonding capacity of the applicant obtained from a surety authorized to issue bid, performance and payment bonds in this state. The statement must specify the single and aggregate limits on and the available bonding capacity of the applicant to work on a public work.
- Evidence of current State of Nevada Contractor's License pursuant to chapter 624 of NRS; and
- Has the applicant ever filed as a debtor under the United States Bankruptcy Code during the 5 years immediately preceding the date of the application? If yes, please attach a copy of the bankruptcy petition.

☐ **Yes**      ☐ **No**

**Comments:**

[illegible]

## PART II – PRINCIPLE PERSONNEL

- The applicant shall include in the application submitted a description of the professional qualifications and relevant experiences of the principle personnel employed by the applicant;
- NAC 338.220 defines “Principal Personnel” as “the owner and any corporate officer or qualified employee listed on the contractor’s license of the applicant.”
- List 10 projects successfully completed under the direction of principle personnel within the cost category or higher for which the applicant is seeking to qualify;
- For each principle personnel listed, duplicate this sheet as necessary.

Name:

Title:

Years relevant work experience:

Years employed by company:

Licenses held by individual in any relevant discipline:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

Name of project:

Scope of project:

Dollar amount:

Year of completion:

### PART III - PRIOR BREACH OF CONTRACT

**☐ Not Applicable**

If the applicant has been found to have been in breach of contract by a court of competent jurisdiction during the 5 years immediately preceding the date of the application. For each such action, the applicant shall include below a description of:

- The circumstances surrounding the breach;
- Whether any liquidated damages were imposed in connection with the breach, and
- Any judgment entered against the applicant relating to the action.
- Duplicate this sheet for each breach.

Court Case No.:	
Project No.:	
Project Name:	
Contract Amount:	
Damages Amount:	
Project Manager:	
Street Address:	
City, State, and Zip:	
Phone:	
Owner:	
Owner Contact:	
Street Address:	
City, State, and Zip:	
Phone:	

Description:

[illegible]

**PART IV – PRIOR DISQUALIFICATION FROM CONTRACT AWARD** ☐ Not Applicable

**☐ Not Applicable**

If the applicant was disqualified from the award of any contract pursuant to NRS 338.017 or 338.1387 during the 5 years immediately preceding the date of the application, provide the following information below. Duplicate this sheet as necessary for each disqualification:

[illegible]

## PART V - PAST PERFORMANCE:

**☐ Not Applicable**

## WAGE AND HOUR STANDARDS, PREVAILING WAGE RATES

Provide a description of any civil judgment, settlement, findings of fact, administrative proceedings or criminal conviction relating to a violation of any law, pertaining to wage and hour standards, or prevailing wage rates against or by the applicant or principal personnel of the applicant, during the 5 years immediately preceding the date of the application.

Employee Name:	
Project Name:	
Case No.:	
Date:	

Give a description of the circumstances and attach a copy of the judgment, settlement, or findings:

[illegible]

## PART V - PAST PERFORMANCE:

**☐ Not Applicable**

## DISCRIMINATION IN EMPLOYMENT

Give a description of any civil judgment, findings, of fact, administrative proceedings or criminal conviction relating to a violation of any law, pertaining to discrimination in employment against or by the applicant or principal personnel of the applicant, indicating that the applicant or principal personnel have violated local, state, or federal laws which pertain to the work of the applicant, during the 5 years immediately preceding the date of the application. Duplicate this sheet as necessary.

Employee Name:	
Project Name:	
Case No.:	
Date:	

Attach a copy of the judgment, findings, or sentence, and give a description of the circumstances:

[illegible]

**PART V – PERFORMANCE HISTORY**☐ **Not Applicable****FAILED PROJECTS**

Provide a list of all public works and private construction projects undertaken or completed by the applicant during the 5 years immediately preceding the date of the application for which the cost exceeded \$25,000 and for which:

- The applicant failed to substantially complete the contract within the deadline for completion specified in the contract, as adjusted by any change order or extension of time granted;
- The applicant failed to complete any remaining requirements of the contract within 90 days of substantial completion of the contract; or
- The applicant failed to complete the contract and the remaining work on the project was performed by others.
- Duplicate this sheet as necessary for each project listed.

Applicant Project Manager on project:		Phone No.:
Project No.:	Project Name:	
Street Address:		City/State/Zip:
Owner Project Manager:		Phone No.:
Owner Name:		
Street Address:		City/State/Zip:
Principal Design Professional:		Phone No.:
Street Address:		City/State/Zip:
Applicant Project Manager on project:		Phone No.:
Project No.:	Project Name:	
Street Address:		City/State/Zip:
Owner Project Manager:		Phone No.:
Owner Name:		
Street Address:		City/State/Zip:
Principal Design Professional:		Phone No.:
Street Address:		City/State/Zip:

**NOTE: THE APPLICANT MAY BE CONTACTED TO PROVIDE ADDITIONAL INFORMATION**



**PART VI - PAST PERFORMANCE:** ☐ Not Applicable

**HAVE YOU EVER BEEN DISCIPLINED OR FINED BY THE NEVADA STATE CONTRACTORS BOARD OR ANOTHER STATE OR FEDERAL AGENCY**

**PART VI - PAST PERFORMANCE:** ☐ Not Applicable

**HAVE YOU EVER BEEN DISCIPLINED OR FINED BY THE NEVADA STATE CONTRACTORS BOARD OR ANOTHER STATE OR FEDERAL AGENCY**

**PART VI - PAST PERFORMANCE:** ☐ Not Applicable

**HAVE YOU EVER BEEN DISCIPLINED OR FINED BY THE NEVADA STATE CONTRACTORS BOARD OR ANOTHER STATE OR FEDERAL AGENCY**

State whether you have been disciplined or fined by the Nevada State Contractor's Board or another state or federal agency, such as OSHA, during the 5 years immediately preceding the date of the application. Any discipline or fine imposed pursuant to NRS 624.301 through NRS 624.305, excepting NRS 624.30175 must be disclosed. Relevant documentation must be attached.

State whether you have been disciplined or fined by the Nevada State Contractor's Board or another state or federal agency, such as OSHA, during the 5 years immediately preceding the date of the application. Any discipline or fine imposed pursuant to NRS 624.301 through NRS 624.305, excepting NRS 624.30175 must be disclosed. Relevant documentation must be attached.

## PART VII – PERFORMANCE HISTORY

### SUCCESSFUL PROJECTS

● List 10 Public Works or private construction projects, or any combination thereof, that the applicant has successfully completed during the 5 years immediately preceding the date of the application for which the cost of the project is within the cost category for which the application seeks qualification to submit bids.

● For each project, please duplicate this sheet and provide the information required below.

Applicant Project Manager on project:

Phone No.

Project No.

Project Name:

Street Address:

City/State/Zip:

Owner Project Manager:

Phone No.

Owner Name:

Street Address:

City/State/Zip:

Principal Design Professional:

Phone No.

Street Address:

City/State/Zip:

Scope of Work:

Type of Construction:

Type of Systems:

Please list the final contract amount:

Date of substantial completion:

**PART VIII - THE APPLICANT ACKNOWLEDGES THE FOLLOWING:**

**TO QUALIFY TO BID ON ONE OR MORE CONTRACTS FOR PUBLIC WORKS, AN APPLICANT MUST:**

- Submit an application to the Administrator on a form prescribed and provided by the Board;
- Be qualified prior to bid opening for a public work on which the applicant wishes to bid. The Division will not delay the opening of bids on a public work pending the determination or appeal of the qualification of an applicant who wishes to bid on the public work;
- Submit an application that contains the signature of the applicant, owner or principal listed on the Nevada State Contractor's license;
- Acknowledge that the submission of an incomplete or falsified application or the failure of an applicant to disclose information in the application may be grounds for a delay in the qualification of an applicant or the denial or revocation of the qualification of a bidder; and
- Acknowledge that the qualification of an applicant to bid on contracts for public works expires 2 years after the date on which the committee determines that the applicant is qualified. A qualified bidder must submit a new application prior to the expiration date and be qualified or the applicant will automatically be disqualified until the new application is submitted and approved by the committee.

I declare under penalty of perjury that the all information provided is complete and correct to the best of my knowledge and belief.

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\*\*\*

**Acknowledgment**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

On \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, \_\_\_\_\_  
(signers name)

personally appeared before me to be the signer of the above instrument.

Notary Public \_\_\_\_\_ (SEAL)  
Printed name

Notary signature: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_